

# Code of Conduct – Latrobe Valley Eisteddfod

## Purpose

The purpose of this Code of Conduct is to establish the clear standard of behaviour which is expected of Latrobe Valley Eisteddfod Traralgon Inc. (LVE) employees and volunteers. The clarification of these expectations reinforces our commitment to respect, fairness, and high social and ethical standards within the workplace. It is also designed to assist staff and volunteers in understanding what are acceptable and unacceptable behaviours in the workplace. It also aims to protect children and reduce any opportunities for abuse or harm to occur.

Vital for successful organisational practice is mutual trust, respect and integrity that we show our managers, volunteers, participants, customers, suppliers, associates and fellow employees. LVE has a clear expectation of appropriate work standards so we can foster a positive work environment where everyone's rights are maintained and we all act lawfully and with integrity with all dealings within the organisation. This will assist in fostering a collaborative and safe workplace for all employees and volunteers and a safe performance space for competitors.

Employees and volunteers of LVE will

- Act in accordance to legislation and policies that are applicable within LVE, including our Child Safe Policy;
- Follow lawful and reasonable directives from the Committee;
- Promote the interests of the organisation;
- Be aware of and align with the LVE Statement of Purposes and Mission Statement
- Treat each other, clients, suppliers and contractors, and participants with respect, fairness and consideration, including listening to and valuing their ideas and opinions;
- Maintain a duty of care towards others involved in LVE activities;
- Welcome all children and their families and carers;
- Be fair, considerate and honest with others;
- Respect cultural, religious and political differences and acting in a cultural sensitive way;
- Not tolerate misconduct or inappropriate behaviour, and will inform a higher authority within LVE if they do witness it;
- Maintain confidentiality, and respect privacy of performers, their families and teachers/carers, not disclosing or misusing information obtained by LVE or themselves other than to people who have a genuine need to know;
- Not be involved in any activity that may cause conflict of interest;
- Perform their role and actions with professionalism, care and responsibility;
- Be accountable for their own action and decisions;
- Be ever mindful of the health and safety of yourself and others in the workplace;
- Uphold the principle of equal opportunity, not participate in victimisation, bullying, sexual harassment, discrimination or any other antisocial behaviours;
- Maintain strict impartiality;
- Establish and maintain a child-safe environment for children and young people in the course of their work;

- Treat children and young people with respect and value their ideas and opinions;
- Listen to children and respond to them appropriately;
- Act as positive role models in their conduct with children and young people, including modelling appropriate adult behaviour;
- Comply with specific organisational guidelines on physical contact with children;
- Work/Interact with children in an open and transparent way – other adults should always know about the work you are doing with children
- Contact the police if a child is at immediate risk of abuse (telephone 000).

No person shall:

1. Shame, humiliate, oppress, belittle or degrade children or young people;
2. Unlawfully discriminate against any child;
3. Engage in any activity with a child or young person that is likely to physically or emotionally harm them;
4. Use prejudice, oppressive behaviour or language with children;
5. Initiate unnecessary physical contact with a child or young person, or do things of a personal nature for them that they can do for themselves;
6. Be alone with a child or young person unnecessarily and for more than a very short time;
7. Develop a 'special' relationship with a specific child or young person for their own needs;
8. Show favouritism through the provision of gifts or inappropriate attention;
9. Seek to use children in any way to meet the needs of adults;
10. Arrange contact, including online contact, with children or young people outside of the organisation's programs and activities;
11. Photograph or video a child or young person without the consent of the child and his/her parents or guardians;
12. Be under the influence of alcohol or illegal drugs while working with children or young people or doing other activities for LVE;
13. Engage in open discussions of a mature or adult nature in the presence of children;
14. Ignore or disregard any concerns, suspicions or disclosures of child abuse;
15. Use inappropriate language in the presence of children; or
16. Do anything in contravention of the organisation's policies, procedures or this Code of Conduct.

### **What happens if you breach this Code of Conduct?**

If you breach this Code of Conduct you will face disciplinary action, including and up to termination of employment or cessation of engagement with the organisation.

### **Application**

This policy applies to all employees and volunteers. It also applies to all non-employees such as contractors and suppliers who will be expected to abide by this policy for the duration of their presence. Every person to whom this policy applies should sign a statement that they have read and understood, and will abide by this Code of Conduct, and that statement shall be retained indefinitely securely in our offices.